California Franchise Tax Board

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Full-time Intermittent (Temporary) and Development Length Assignment Position Title: Staff Information Systems Analyst Classification: Staff Information Systems Analyst		<u> </u>				
Costition Title: Staff Information Systems Analyst Length Classification: Staff Information Systems Analyst Section/Unit: Data Center Services And Admin Support Salary Range: \$4732-5754 Job Description: (Includes typical duties) Inder the general supervision of the Data Center Services and Administrative Support Section Manager and direction of the sentical Lead, the incumbent functions at the full journey level and performs the more responsible, varied, and difficult inalytical assignments in support of Computing Resources Bureau activities. Incumbent is responsible for the procurement and tracking of the more complex information technology (IT) products and administrative support materials. Incumbent is responsible for the administration of more complex and/or sensitive software and hardware contracts used by the enterprise server (Mainframe) as well as independent servers that support department wide applications both on-line and batch, incumbent is responsible for assisting CRB's project management, project notice, and FSR efforts. Incumbent is responsible for the the enterprise server (Mainframe) monthly software audit process and responsible for the more complex Move, Add and Change (MAC) requests needed to enable the movement of staff's desktop PC configurations and telephones and is seconsible for the maintenance of databases for the tracking of IT inventory and contracts. Required Knowledge, Skills, and Abilities: Strong analytical skills with the ability to analyze issues, define problems and recommend effective solutions. Ability to untilitiask and to effectively adapt to changing priorities to meet critical deadlines. Ability to untilitiask and to effectively adapt to changing priorities to meet critical deadlines. Ability to untilitiask and to effectively adapt to changing priorities to meet critical deadlines. Ability to untilitiask and to effectively adapt to changies in priorities and warkload demands. Strong organizational and time-management skills; and excellent attendance Desirable						
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To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device. Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.